

Vendor Registration

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through EMaryland Marketplace, vendors must be registered within the system. Vendors can register themselves by accessing the EMaryland Marketplace login screen and selecting **Register**.

Vendor Training Webinar

In addition to this Quick Reference Guide, a 1 hour long Vendor training webinar is available at:

https://emaryland.buyspeed.com/videos/Vendor_Webinar.wmv

NOTE: If using Internet Explorer, the webinar will immediately play in Windows Media Player. If using another browser, the user will be prompted to download the files first, and then you can play them.

Providing General Information

Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. EMaryland Marketplace will first confirm the uniqueness of your tax ID in the system.

If your tax ID is already registered, you will be notified that you cannot complete registration. It is likely that your company has already registered. If you believe this is in error, please contact the eMaryland Help Desk for assistance at:

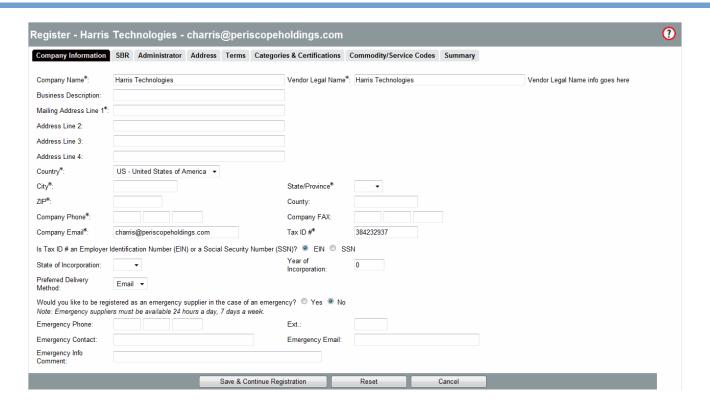
410-767-1492. DO NOT REGISTER WITH INCORRECT TAX INFORMATION.

Tax ID*:		
Company Name*:		
Is Tax ID # an Emp or a Social Securit	ployer Identification Numbery Number (SSN)?	er (EIN)
International Vendo	ors, select EIN. EIN	SSN
Country*:		•
Email Address*:		
	Submit	

If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Note that the Vendor Legal Name field must match the name registered with the Internal Revenue Service for your tax ID number.

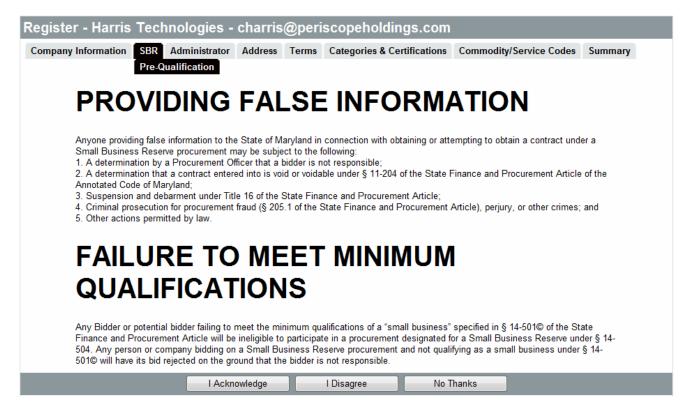
Once complete, click the Save & Continue Registration button along the bottom of the screen.

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Registering for the Small Business Reserve Program (SBR Tab available 2-21-2012)

The **SBR** tab will appear next. This screen enables you to register for the State of Maryland's Small Business Reserve Program. Initially, you are displayed a disclaimer for the program. If you select **I Disagree** or **No Thanks**, then you can skip this step in the eMaryland Marketplace registration and can skip this section of the Quick Reference Guide.



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If you would like to register for the program AND you acknowledge the disclaimer, select **I Acknowledge** and you will be able to continue with registering for the program. Upon selecting **I Acknowledge**, a series of questions will appear. Complete the questions and click the **Save & Continue Registration** button on the bottom of the screen.

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Register -	· Harris Technologies -	charris	@peris	copeholdings.com			
Company Inf	formation SBR Administrator Pre-Qualification	Address	Terms	Categories & Certifications	Commodity/Service Codes	Summary	
1.	Are you a broker? *:						
2 .	Type of Organization? *:						
3.	Is business a subsidiary of another	firm? * :	•				
4 .	Is business independently owned at operated? * :	nd	•				
5 .	Is Business dominant in its field of	operation?	•				
6 .	Total Number of Employees on pay enter a value greater than 0) *:	roll (Must					
7. 8.	The following 2 quedeal with veterans so of you are a veteran, the appropriate respons well as acknowled that you have read States 14-201. Also be away that you MUST be domiciled in the States MD to qualify. If applicable, indicate veteran status of veteran or disabled veteran, indicate read and understand the SFP terms found in the help area.: If you are not a NEW business, provide you last 3 years of gross sales. Otherwise sel NA for the year and a 0 in the gross sale area.	tatus. select onse dging SFP re te of te the you 14-201 our ect enter	•	₹			
9.	Gross Sales for the most recent thr	ee vears -					
	Year 1*:	•					
10 .	Amount Year 1 (Enter 0 if NEW Bu						
11 .	Gross Sales for the most recent thr Year 2 *:	ee years -	•	•			
12 .	Amount Year 2 (Enter 0 if NEW Bu	siness) * :					
13 .	Gross Sales for the most recent thr Year 3 * :	ee years -	•	•			
14 .	Amount Year 3 (Enter 0 if NEW Bu	siness)*:					

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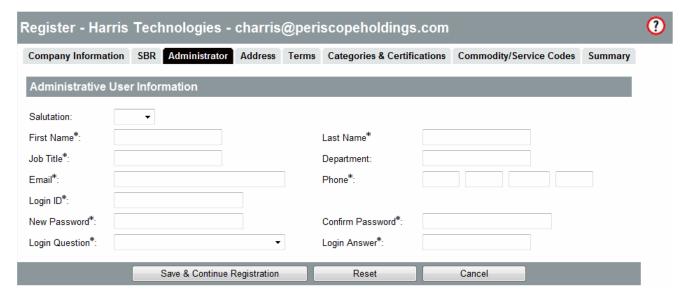


Upon clicking **Save & Continue Registration** a screen will appear informing you of whether the information you've provided pre-qualifies your company for the SBR Program. Click **Continue Registration** to proceed.



Establishing an Administrative User

Next, the **Administrator** tab will appear. Within the **Administrative** section, you can provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to EMaryland Marketplace. Note that the login question and answer must be provided – this will enable your administrator to access the Forgot Password link in case of a forgotten password.



Once completed, click the Save & Continue Registration button on the bottom of the screen.

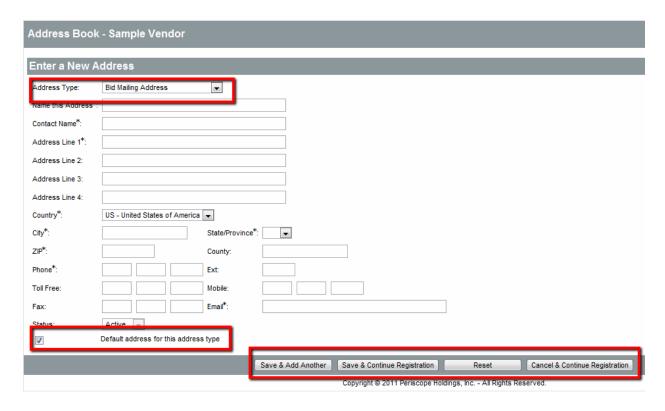
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Setting up Additional Addresses

Next, the **Address** tab will appear. The address you've already entered as the primary address for your company will appear. If desired, you may select to **Add Another Address** or to **Continue Registration**.

If you add additional addresses, select the Address Type at the top of the screen, and if this is the address that should be used by default for this purpose (e.g. Remittance, Bid Mailing) you may elect to designate it the default for that Address Type at the bottom of the screen.

Once done adding this address, you can select to Save & Add Another or Save & Continue Registration.



Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms Tab.** This tab enables you to select your company's preferred payment, freight and shipping terms, if desired. Once complete, click **Save & Continue Registration**.



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Next, the **Categories and Certifications** screen will appear. Here you're asked to designate your status for various categories and certifications requested by the State of Maryland.



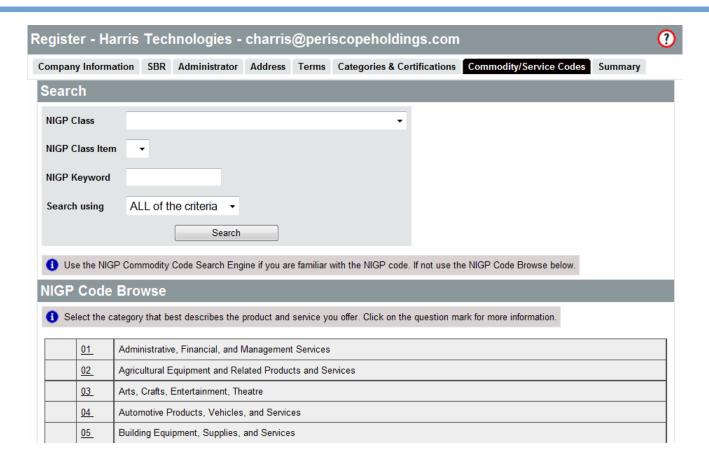
After you've completed this screen, click Save & Continue Registration along the bottom.

Registering for Commodity Codes

Next, the **Commodity/Services Codes** screen will appear. This screen allows you to search for and select the 5-digit commodity codes associated with the goods and services that your company offers. This will help ensure that you receive notifications about Bid opportunities for those goods and services.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword. Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.

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Reviewing and Submitting Your Registration

The last step in the registration process is to review the Summary tab of your registration and to submit, once everything is complete. Any required information that is missing will display as a red error message at the top of the Summary tab. If your registration is complete, click the Complete Registration button at the bottom of the Summary tab.

Complete Registration

What happens next?

You have now completed the self-registration process in EMaryland Marketplace. The email provided within the **Company Information** section will be emailed once your registration is complete.



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